JUSTIS Information System for the District of Columbia

Phase 3 Project file

JUSTIS User's Manual

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1. Introduction

1.1. Purpose of This Document

JUSTIS is designed to provide criminal justice agencies an efficient, effective and secure method to share justice information and collaborate with colleagues. As new technology is introduced to the criminal justice agencies involved with JUSTIS, it becomes imperative that users of this new technology become adequately trained to effectively use JUSTIS. Agency trainers and their Agency Information Technology Security Officer (ITSO) will use this training document to instruct JUSTIS users on the basics of the system and its functionality.

1.2. Audience

The intended audience for this document is the JUSTIS user community. This document is to be used by the agency user when attending JUSTIS Training.

1.3. Document Maintenance and Security

This document is a training manual for the operation of the JUSTIS website, the JUSTIS Inquiry Application, and the JUSTIS Data Quality Alliance functionality. This document shall be provided to each JUSTIS user and each subsequent phase of JUSTIS should include an update to this document to reflect changing conditions within the JUSTIS website. This document will be made available for publishing within the JUSTIS Library.

2. Brief History of the Internet

The Internet grew out of an experiment in 1969 by the United States Department of Defense. If part of the network were damaged or destroyed, the rest of the system still had to work. That network was ARPANET, which linked U.S. scientific and academic researchers. It was the forerunner of today's Internet.

Motivated by the need for ARPANET users to coordinate effectively, the first electronic messaging software was developed in the early 70s. This first messaging system only allowed the sending and reading of emails. Later the functionality to forward, selectively read, and respond to messages was added.

In 1970 the Network Working Group introduces a host-to-host protocol name Network Control Protocol (NCP). Later with the implementation of open-architecture networks Transmission Control Protocol/Internet Protocol (TCP/IP) was developed.

In 1985, the National Science Foundation (NSF) created NSFNET, a series of networks for research and education communication. Based on ARPANET protocols, the NSFNET created a national backbone service, provided free to any U.S. research and educational institution. At the same time, regional networks were created to link individual institutions with the national backbone service.

NSFNET grew rapidly as people discovered its potential, and as new software applications were created to make access easier. Corporations such as Sprint and MCI began to build their own networks, which they linked to NSFNET. As commercial firms and other regional network providers have taken over the operation of the major Internet arteries, NSF has withdrawn from the backbone business.

NSF also coordinated a service called InterNIC, which registered all addresses on the Internet so that data could be routed to the right system. This service has now been taken over by Network Solutions, Inc., in cooperation with NSF. [1] The American Registry for Internet Numbers (ARIN) was established to handle administration and registration of IP numbers to the geographical areas currently handled by Network Solutions (InterNIC), beginning in March 1998. Also in 1998, the US Department of Commerce entered into an agreement with the Internet Corporation for Assigned Numbers (ICANN) to establish a process for transitioning DNS from US Government management to industry corporations.

[1] www.learnthenet.com; Michael Lerner Productions; Copyright 1996-2000

3. History of the Justice Information System (JUSTIS)

As early as 1997, the Criminal Justice Coordinating Council (CJCC) of the District of Columbia (District) identified information technology integration as one of its top five priorities. The CJCC committed to making the District's many justice agencies function as a system with information sharing as the backbone of that integration. In 1998, the CJCC convened three Working Groups consisting of agency representatives to examine the existing justice information processes and to establish the requirements for better information sharing.

The Policy and Budget Working Group (P&BWG) produced a federal funding strategy, recommended a governance structure, and prepared an *Information Technology Interagency Agreement* that the CJCC members and other key stakeholders, including the Office of the Chief Technology Officer, adopted. The *Interagency Agreement* also created an Information Technology Advisory Committee (ITAC) to serve as the governance body for system development and defined a set of guiding principles.

The ITAC documented its vision of an information system for the justice community in the District, and developed missions, goals, and objectives for itself and for several newly established work groups. The envisioned system would help improve public safety and the related criminal and juvenile justice services for District residents, visitors, victims and offenders.

One of the most important issues the envisioned system would address was the need for information sharing between public safety agencies. Formerly, the information systems maintained by the justice agencies within the District are difficult to access. The solution to this problem—a District of Columbia Justice Information System (JUSTIS)—was designed to be the central information sharing facility for both federal and local justice agencies within the city.

The CJCC and ITAC examined other models of integrated justice systems that were to address these difficulties, and determined that the system concept was to be based on modern dedicated Intranet and Web browser technologies that support secure, confidential data access, data sharing, and notification functionality. It was imperative that the deployed solution not disrupt the existing legacy systems of the individual agencies nor demand costly and inefficient data collection and transfer. The CJCC procured BearingPoint to assist in the design and development of the envisioned solutions, JUSTIS.

4. JUSTIS Security

The mission of a criminal justice information system is to provide timely, accurate and complete data to criminal justice officials, allowing them to make better-informed decisions. JUSTIS accomplishes that mission by providing the criminal justice community with a cutting edge tool with which to accomplish their day-to-day tasks.

The goal of JUSTIS security is to meet or exceed FBI/NCIC and Department of Justice requirements regarding the protection of criminal justice information. Security for JUSTIS was developed and is managed in accordance with but not limited to such laws, policies, and regulations that establish specific requirements for confidentiality, integrity, and availability of information in the system. Those requirements are drawn from the following sources: the Department of Justice CJIS Security Policy, the Privacy Act of 1974, the Office of Management and Budget Circular No. A-130, Title 28 Chapter 1 Part 20 and other federal as well as District of Columbia laws and regulations.

The objective of computer security is to improve protection of information and information processing resources. The purpose of JUSTIS security is to ensure that criminal justice information is adequately protected from loss, misuse, unauthorized access or modification, unavailability, and undetected activities. JUSTIS addresses the following security aspects:

User Identification and Authentication –controls used to identify or verify the eligibility of a workstation, or system user prior to allowing access to information. Such controls include the use of passwords, certificates, or other mechanisms to authenticate identity. They also include the hardware or software features that are designed to permit only authorized access to the system.

Data Integrity/Validation Controls –controls used to protect data from accidental or malicious alteration or destruction, and provide assurance to the user that the data has not been altered or intercepted during transmission.

Audit Trails and Journaling - controls that provide a transaction monitoring capability to retain a chronological record of system activities. This enables reconstruction of a transaction from its inception to final results including any modification of files.

4.1. Information Sensitivity

Information sensitivity indicates the type and relative importance of protection needed for the system and provides reasons why protection of the system is appropriate.

Confidentiality - the system contains information that requires protection from unauthorized disclosure.

Integrity - the system contains information that must be protected from unauthorized, unanticipated or unintentional modification including the detection of such activities.

Availability - the system contains information or provides services that must be available on a timely basis to meet mission requirements or to avoid substantial losses.

4.2. Personnel Security

No individual will have the authority to bypass security controls. JUSTIS ascribes to the same security requirement as that of NCIC; requiring that all users submit to an NCIC background check and secure the appropriate training prior to gaining access to criminal justice information systems.

4.3. Production Controls

Another means by which JUSTIS institutes security control is through the development and enforcement of policies which govern the operation of computers, access devices, circuits, routers, firewalls, and other components that make up and support a telecommunications network of systems used to process, store, or transmit criminal justice information. Public access to JUSTIS is not permitted and is segregated from official records with the use of a secure Intranet that is protected by network firewalls and strong encryption (3 DES).

4.4. Business Resumption

In the event of a disaster that affects the business operations of JUSTIS, the JUSTIS Disaster Recovery Plan will be used to restore system functionality. The JUSTIS Information Technology Security Officer (ITSO) will notify each Agency ITSO of the event and the necessary procedures that need to be implemented to resume business operations.

5. System Requirements

JUSTIS is a browser-based system; therefore the system has been developed to work effectively with the following components:

5.1. JUSTIS components

Network – Currently JUSTIS is hosted by the District of Columbia's Office of the Chief of Technology Officer, therefore users of the system must have a connection to the District of Columbia's Wide Area Network (DC WAN) in order to gain access to the system. This connection can be obtained through a variety of WAN connection options. For instance, the participating JUSTIS agency has the option of connecting to the DC WAN by installing a direct telecommunications link to the WAN or simply providing the associated agency user's access via the DC Virtual Private Network[2].

Browsers – Internet Explorer 4.0 of higher or Netscape Navigator 4.0 or higher. Works most effectively with Internet Explorer.

Computer Processor - 486DX/66 MHz or higher processor.

Operating System – Windows ME, Windows 95, Windows 98, Windows 2000, Windows NT 4.0, or Windows XP.

Memory - For Windows 95, Windows 98, and Windows 2000: 16 MB (megabytes) of RAM minimum. For Windows NT and XP: 32 MB of RAM minimum.

JUSTIS is also a secure Intranet. This requires security components in a browser that may not be included in the version currently residing on the users' system. The users' browser must have cipher strength of 128-bit.

In order for a user to view the current cipher strength in Internet Explorer, first click on the browser's Help menu and then click on the About Internet Explorer tab. If the cipher strength is less than 128-bit, click on the "Update Information Tab." This will take the user to the Microsoft web site where an update can be downloaded and installed.

In order for a user to view the current cipher strength in Netscape Navigator, first click on the browsers Window menu and then click on the Security Info. Tab. Upon loading the security information, click on the Navigator hyperlink in the left navigation panel. This will take the user to the security settings for the browser. The user then must scroll to the bottom of the page and click the button titled Configure SSL v.2. The user should ensure the boxes next to the ciphers settings titled RC4 encryption with a 128-bit key and RC2 encryption with a 128-bit key are checked.

[2] Options regarding the connection to the DC WAN can be obtained by contacting the Criminal Justice Coordinating Council Information Technology Security Officer (ITSO), or by visiting www.cjcc.dc.gov.

5.2. JUSTIS Uniform Resource Locator (URL)

In order to enter JUSTIS enter the following URL into the address panel of your browser:

https://www.justishub.dc.gov/

Figure 1 - Address panel with URL

6. Accessing the JUSTIS Inquiry Application

JUSTIS is the Criminal Justice Coordinating Council's secure integrated criminal justice Intranet. Only users of the participating agencies will be granted access. Access to the JUSTIS System must be made using the User Access Registration/Request Forms which are available from an Agency Information Technology Security Officer (ITSO), or the Criminal Justice Coordinating Council's website, http://www.cjcc.dc.gov/. Upon completion of the requisite forms, the user will be scheduled for JUSTIS Training.

Upon completion of the JUSTIS Training, the user will receive a Username and Password.

Username: _____

Password: _____

NOTE: The user is ultimately responsible for maintaining the security of the information viewed in JUSTIS. This involves maintaining the privacy of the username and password. Any user not maintaining the privacy and security of the information will have his/her access revoked and face legal ramifications.

6.1. Access Procedures

1. Log into your workstation at your agency.
2. Select either MS Internet Explorer or Netscape Navigator and enter the following URL: https://www.justishub.dc.gov/
3. At the dialog box, enter your user name and password. As a default the user name will be the first initial of the first name and the last name, as one word. The password has been set to a randomly generated number. Each user will receive their username and password via email that is sent by the JUSTIS Help Desk upon establishment of the user account.

Figure 2 – JUSTIS Warning page

4. The user will be presented with a JUSTIS Warning page providing security information regarding the nature of the website and criminal history record information. Select the **Proceed** button to access the JUSTIS main web page. This will be displayed on the following page.

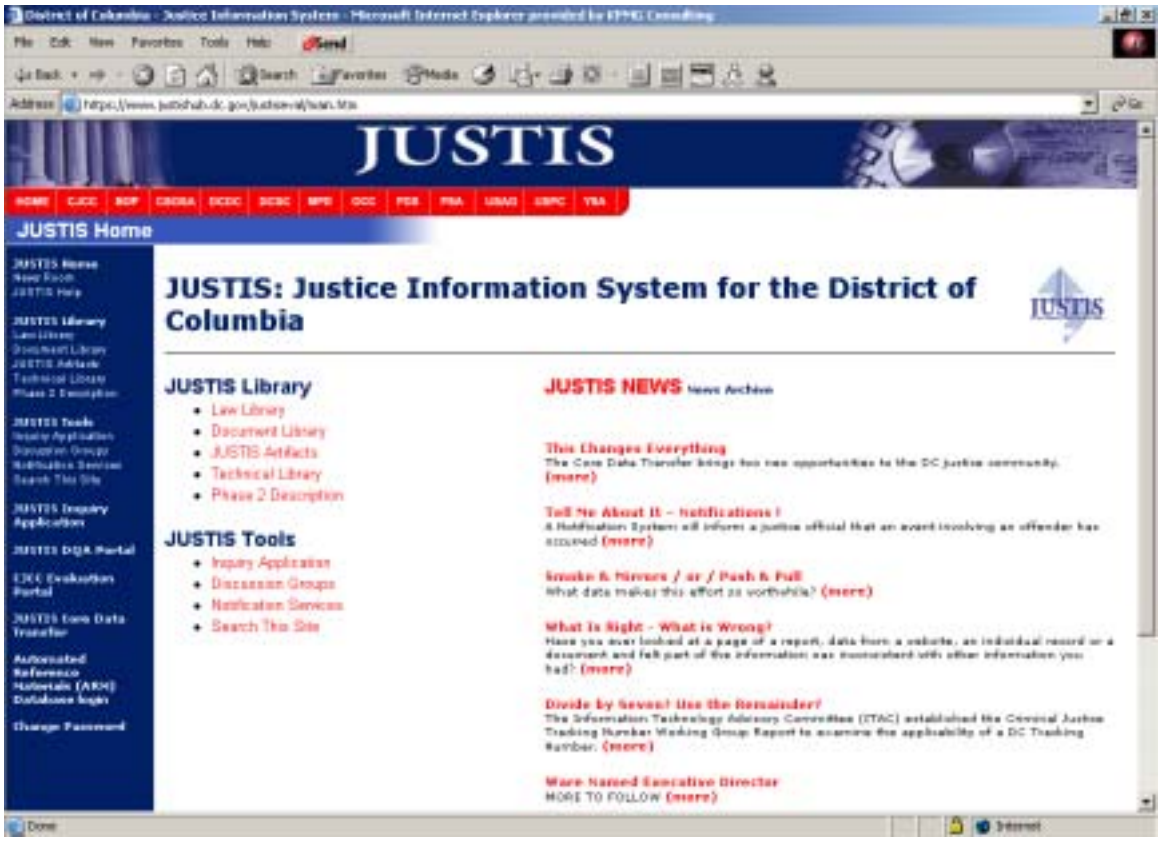

Figure 3 – JUSTIS Main page

5. Select the link for the JUSTIS Inquiry Application, if you want to access that function. You may now inquire into the offender records relating to any of the member agencies. This is shown on the following page.

    a. JUSTIS also provides authorized agency users the ability to access juvenile information. Selecting the link for the JUSTIS Juvenile Inquiry Application will display an inquiry application which functions very closely to the JUSTIS Inquiry Application.

    b. The JUSTIS Juvenile Inquiry Application will contain information from the DC Superior Court as well as the Youth Services Administration.

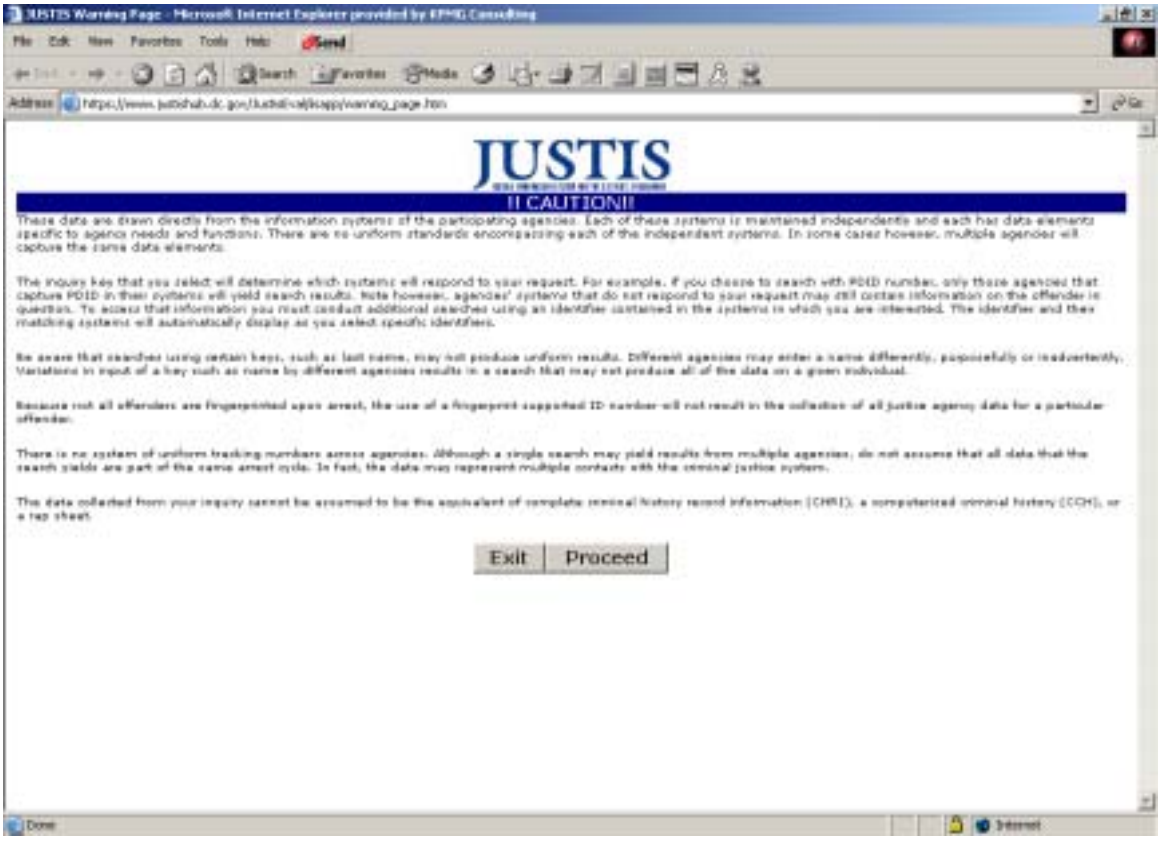

Figure 4 – JUSTIS Inquiry Application Caution page

6. The user is then presented with a JUSTIS Caution page providing information on the purpose of the inquiry application and what information may be viewed. Select the **Proceed** button to access the JUSTIS Inquiry Application.

    a. The steps to perform a query utilizing the Inquiry Application will be detailed in Section 8 of this document.

7. JUSTIS Navigation

As soon as users enter JUSTIS, they are presented with a Main page. This is the home page for JUSTIS containing a directory listing of major areas within JUSTIS as well as a JUSTIS News section providing users with timely and relevant public safety news for the District of Columbia.

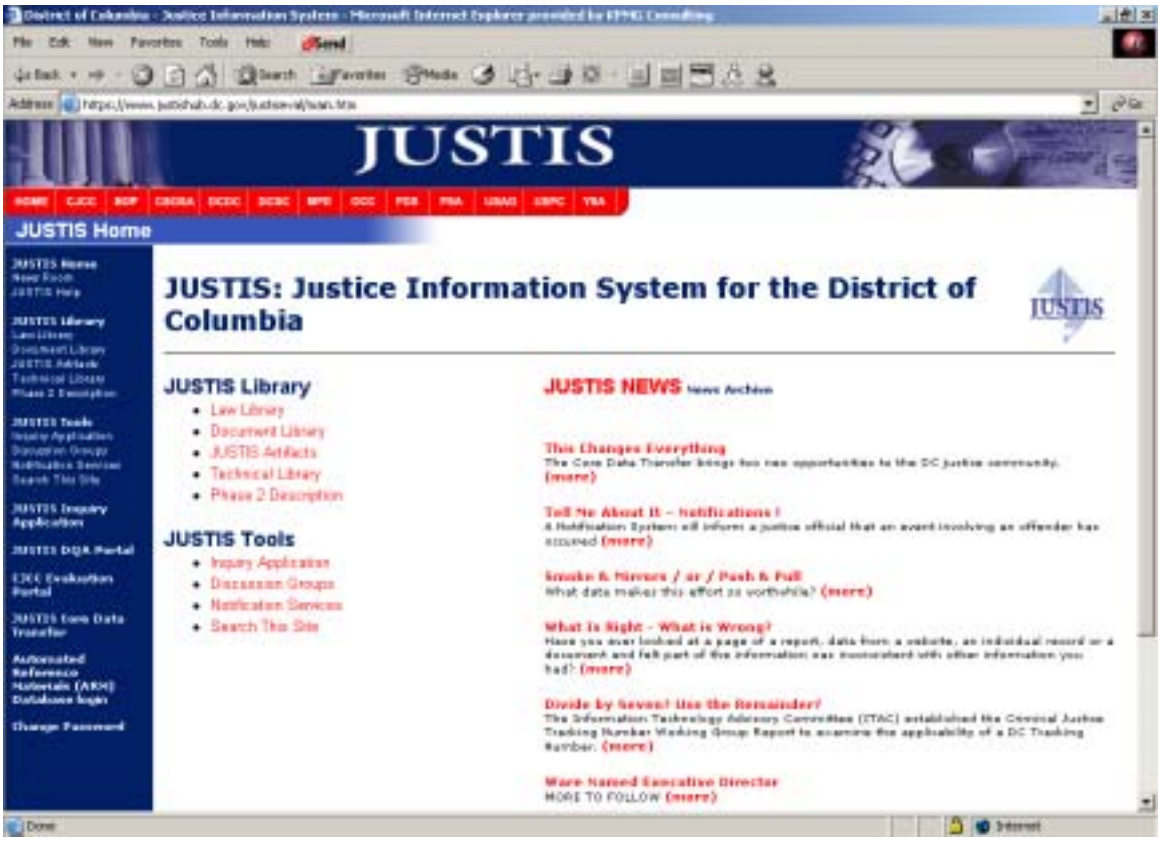

Figure 5 -JUSTIS Homepage

There are three key areas of the JUSTIS homepage. They are as follows:

- JUSTIS Top Navigation Bar
- JUSTIS Static Content Area
- JUSTIS Left Navigation Bar

7.1. JUSTIS Top Navigation Bar

The JUSTIS Top Navigation Bar contains the acronyms for all the JUSTIS participating agencies in white lettering with a red background. This navigation bar will take users to the JUSTIS homepage of the listed participating agencies. Each

agency is represented with its own homepage that enables the agency to display news and announcements, agency mission, and/or documents that the agency wishes to share with the JUSTIS Community. By clicking on one of the acronyms the user is taken to the website of the selected agency.

Figure 6 - JUSTIS Top External Navigation Bar

7.2. JUSTIS Static Content Area

The JUSTIS Static Content Area is generated by the corresponding agency Webmaster. Each agency's Webmaster will contribute information that will be displayed on the agency's JUSTIS homepage in the static content area. For example the Webmaster for the JUSTIS Homepage Static Content Area is the Criminal Justice Coordinating Council's Information Technology Liaison Officer. This area will be used for the sharing of agency information relating to upcoming events, important legislation affecting criminal justice, or information that is of benefit to the JUSTIS community.

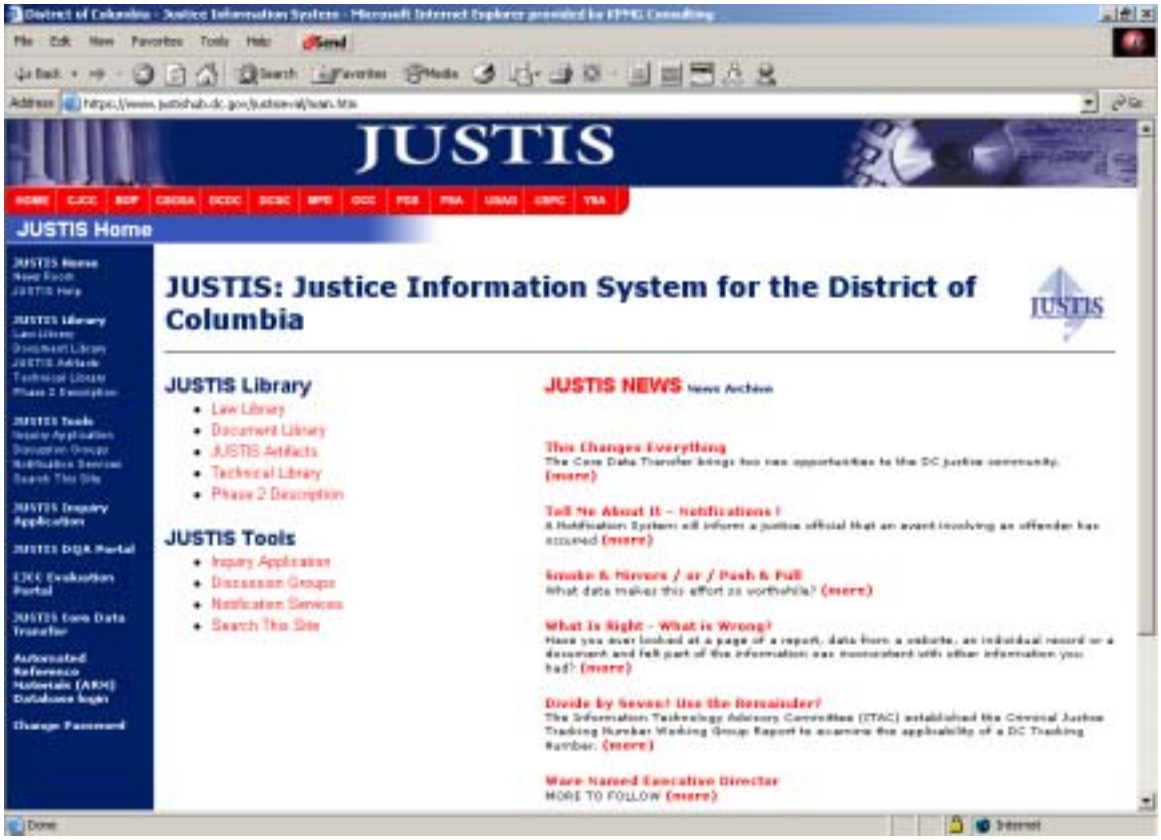

Figure 7 - JUSTIS Static Content Area

Another important feature in this area is the agency's icon that is positioned in the upper right corner of the web page. Selecting this icon navigates the user outside of JUSTIS to the agency public website.

NOTE: Clicking on the agency logo opens up a new window outside of the secure JUSTIS website where that agency has its own website. If the user remains outside of JUSTIS for more than 20 minutes, JUSTIS will require the user to enter their username and password again.

7.3. JUSTIS Left Navigation Bar

The JUSTIS Left Navigation Bar is the central navigation area throughout the JUSTIS System. This area contains the hyperlinks that allow you to navigate in and around JUSTIS. This bar is separated into three smaller navigation areas.

- JUSTIS Library
- JUSTIS Tools
- JUSTIS Agencies

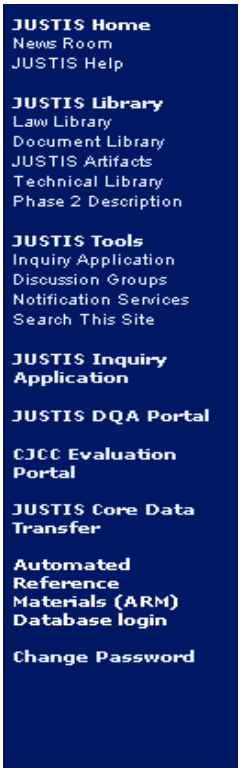

Figure 8 – JUSTIS Left Navigation Bar

7.4. JUSTIS Library

The JUSTIS Library contains archived information and articles related to JUSTIS. For instance if the user would like to read information on articles related to law and justice, selecting the link for the Law Library will navigate the user to this area. The screen shot below details some of the articles to be found in the Law Library.

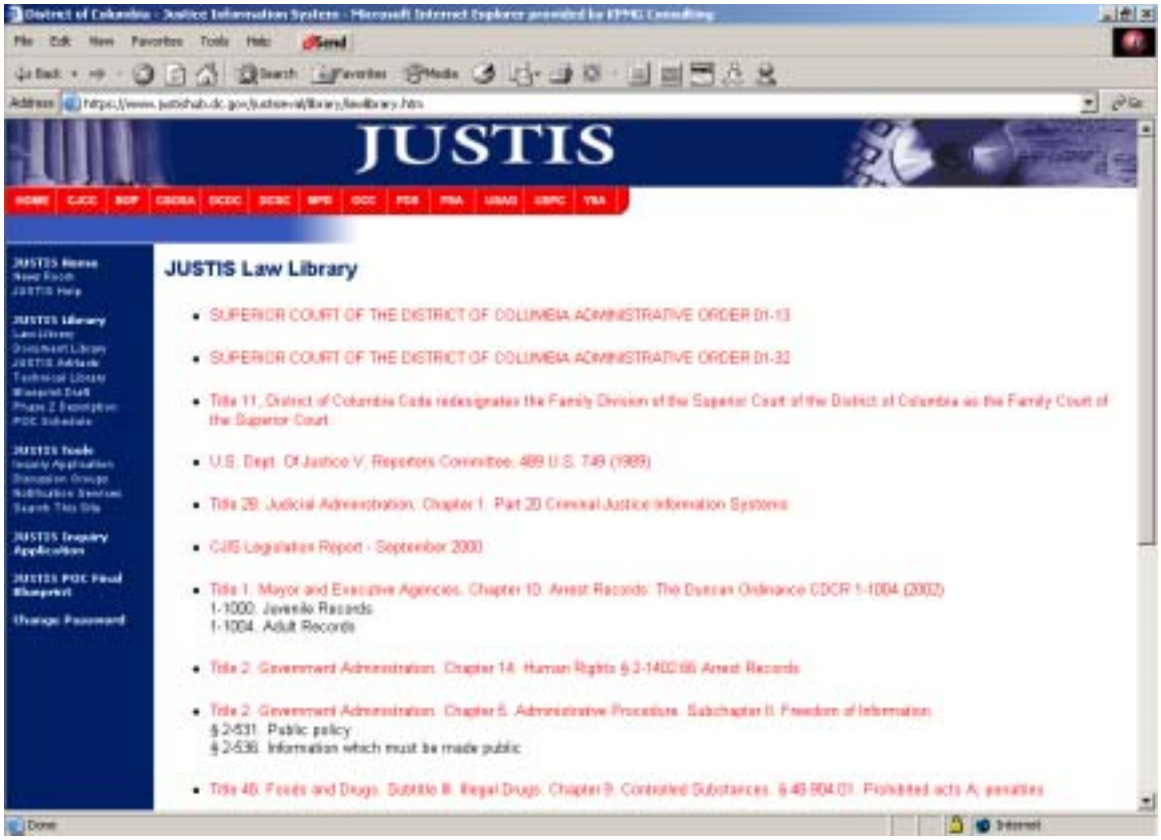

Figure 9 – JUSTIS Library content

7.5. JUSTIS Tools

The JUSTIS Tools provides functionality that creates connections. These connections are made between people and people through the use of discussion groups, connections between people and information through the inquiry application and the search engine, and connections between information and people through the use of notification systems. The following JUSTIS Tools will be discussed:

- Inquiry Application
- Juvenile Inquiry Application
- JUSTIS Data Quality Alliance
- JUSTIS Core Data Transfer
- Discussion Groups
- Search Engine
- Notification Services

8. JUSTIS Functionality

JUSTIS is developed to encourage an environment of information sharing within the District of Columbia Public Safety Agencies. Information sharing is enhanced beyond static content through the functionality of the JUSTIS Tools. These tools include the Inquiry Application, Discussion Groups, and a Search Engine.

8.1. JUSTIS Inquiry Application

The inquiry application allows the querying of criminal history data from the JUSTIS Agency legacy systems. A user must search by key data element. These data elements are currently Police Department Identification number (PDID), Central Case Number (CCN), Social Security Number (SSN), Arrest Number, Reg #, Case #, Bar #, Social File #, DCDC #, Last Name, or First Name. For an explanation of these data elements, the user may view the Criminal Inquiry Help section.

Steps to complete a query of criminal justice information:

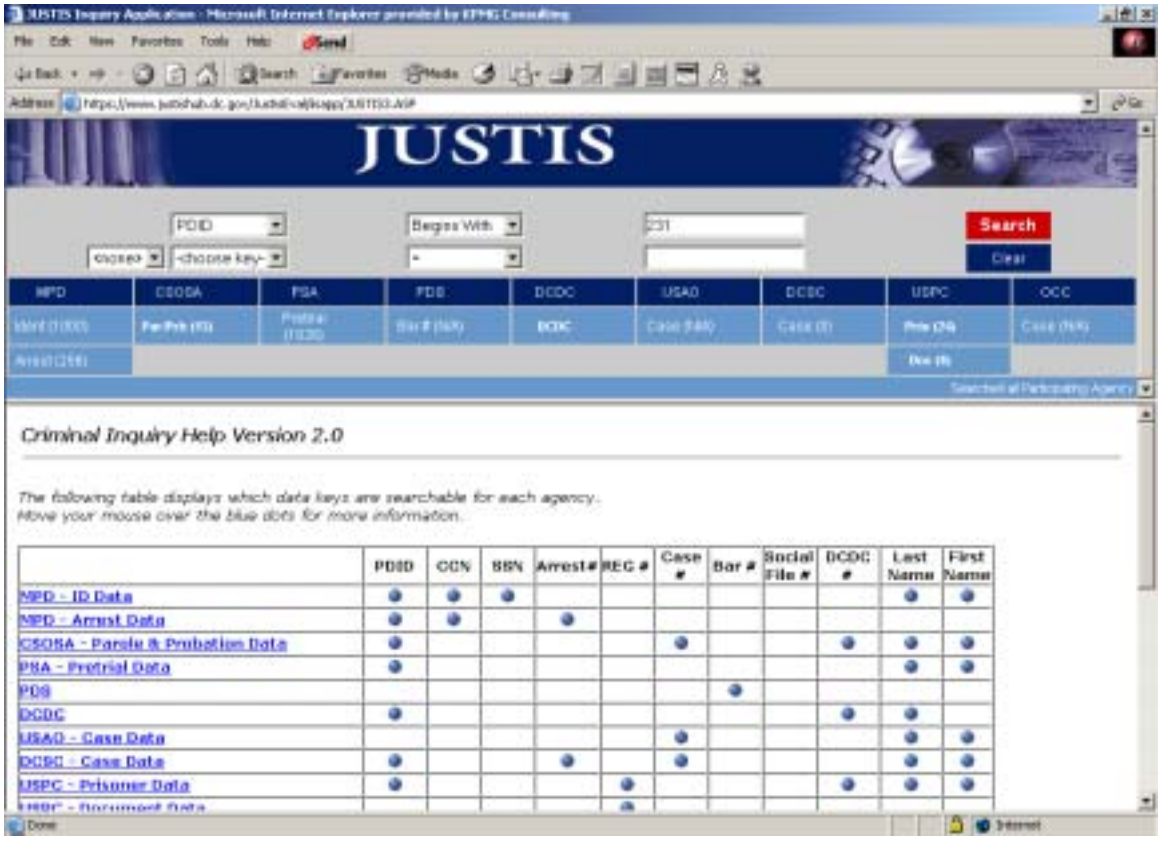

Figure 10 – JUSTIS Inquiry application

1. Select a key data element that will be searched.

2. In the case the user has partial data; the user is given the option to select partial search qualities.

3. Enter the key data element into the available text box, as shown in the screen shot below:

4. Click the Search button. This action will search all agencies that use the selected data element.

    a. The user also the ability to search a single agency by selecting the dark blue Agency field. This will return results only for that agency.

    b. For inquiries on the DC Department of Corrections, the user must select the light blue Agency field. This is due to the fact JUSTIS is accessing correctional data directly.

Note: JUSTIS data access security features are based upon the JUSTIS Agency Data Access Chart. This chart governs on an agency basis, which agency can view any other agency's data. Therefore, not all users may be able to view all JUSTIS participating agencies' data. The JUSTIS Agency Data Access Chart is discussed further in the JUSTIS Security Policies and Procedures document.

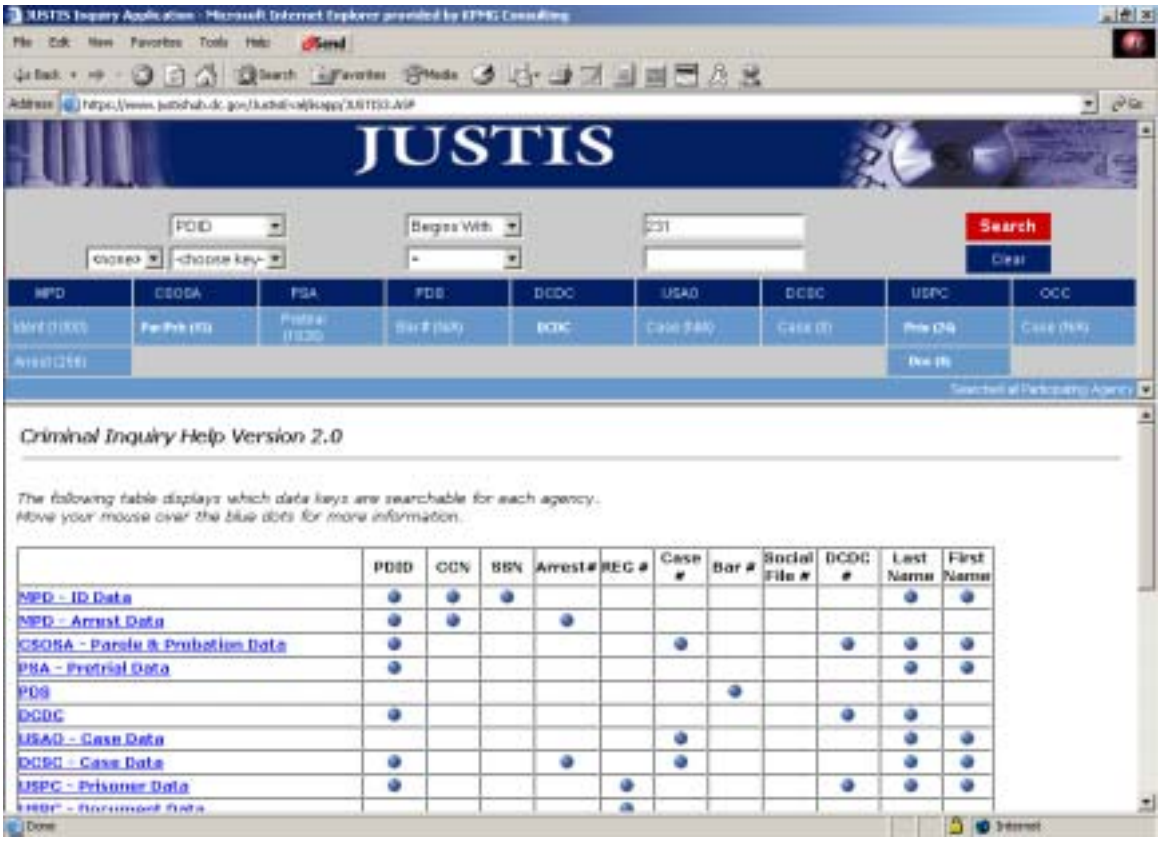

Figure 11 – JUSTIS Inquiry application - search results

5. The application will return the number of records available under each corresponding agency, as shown in the screen shot above:

6. In the case where "too many" records are found, the user has the option of refining their search with the secondary search functionality. *This will occur if more than 200 records are returned from an agency, and those records will be grayed out. (See step 9)*

7. To view criminal justice information for an individual select the bold field underneath the particular Agency, for instance: **PAR/PRB (13)**. *The system will display the information in the lower portion of the window, as below:*

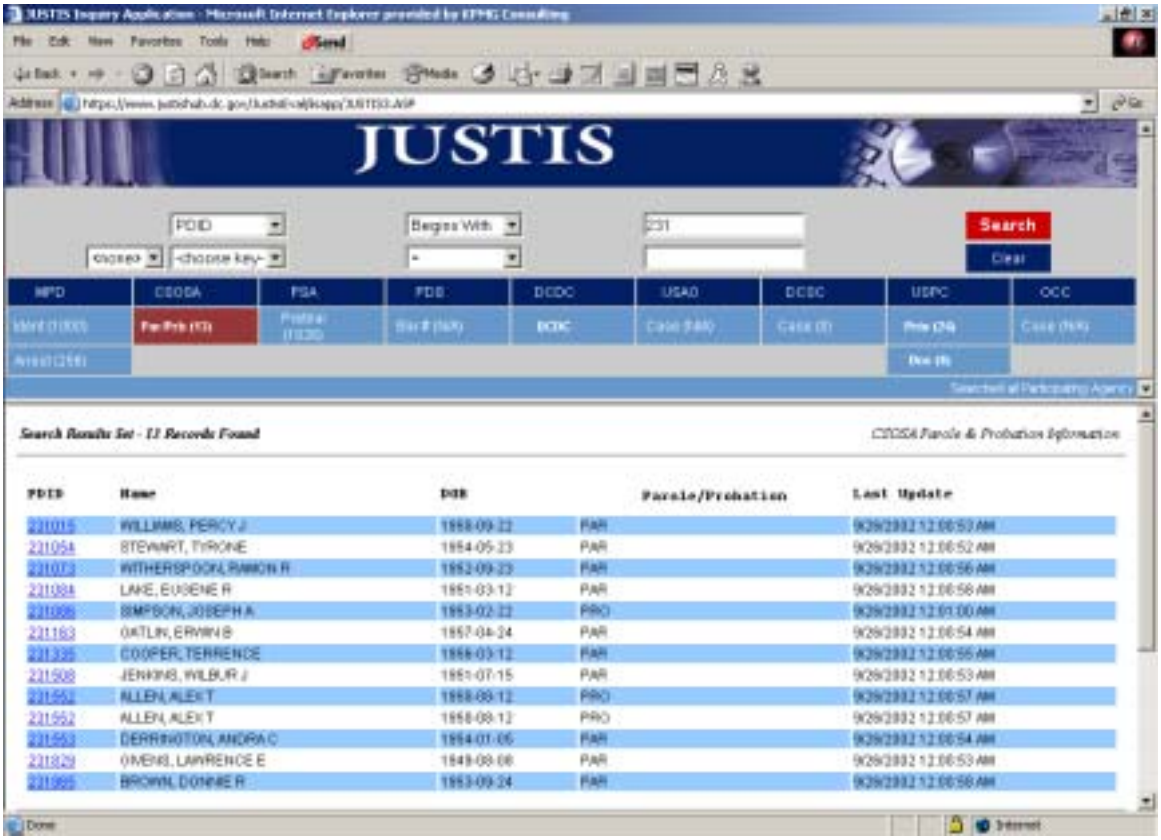

Figure 12 – JUSTIS Inquiry application - agency results

8. Locate the record you would like to view additional criminal justice information by selecting the PDID for that row. *The system will then display the corresponding information in the lower portion of the window, as shown on the next page:*

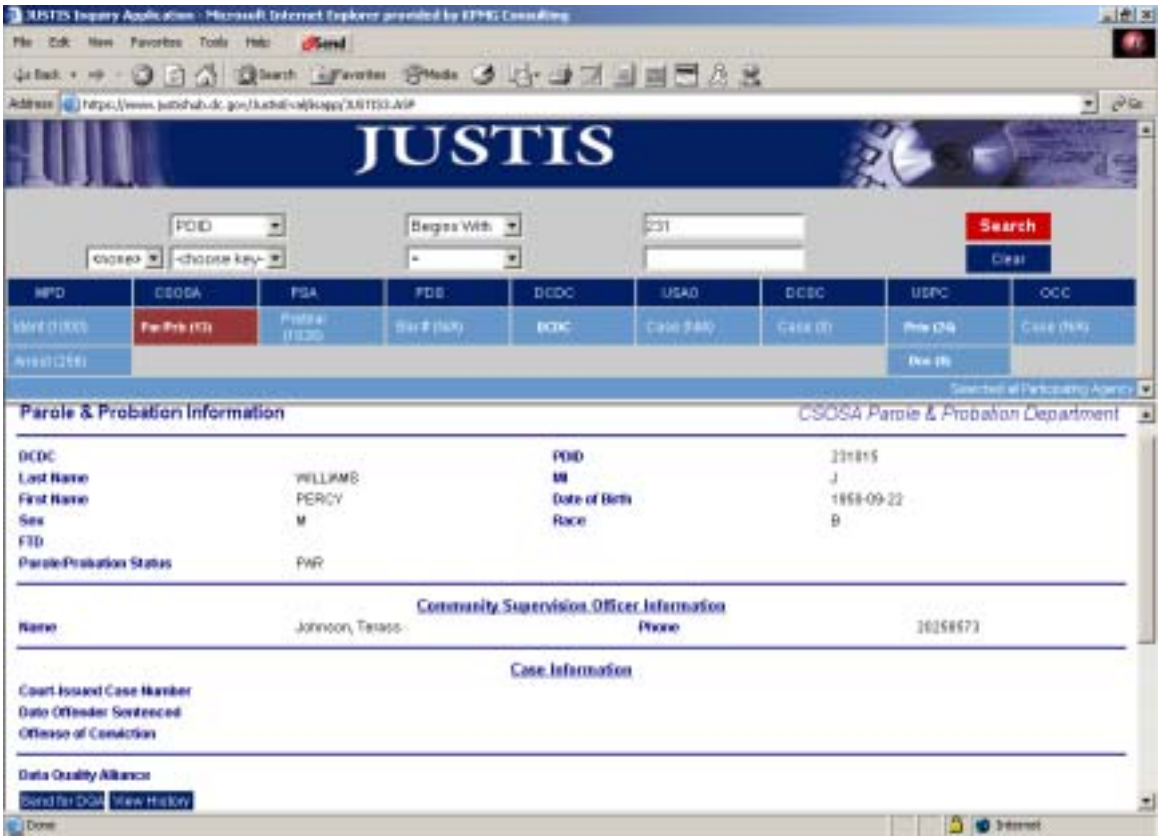

Figure 13 – JUSTIS Inquiry application - individual results

If the user needs to search by a secondary criterion, following these steps will refine the search process.

9. Enter the secondary search criteria. This is done by selecting the either "and" or the "or" element, and entering the appropriate information.

10. Select the Search button to initiate the search process. The search results will be displayed in the lower portion of the window.

11. Select the agency you wish to view criminal justice information for a person by selecting the bold field underneath the particular Agency. The system will display the information in the lower portion of the window.

12. Locate the record you would like to view additional criminal justice information by selecting the PDID for that row. The system will then display the corresponding information in the lower portion of the window.

The user may begin a new search for criminal justice information by selecting the Clear button, and then entering new search criteria in the appropriate

fields. Also, the user may inquiry records from a single agency simply by selecting the agency acronym button rather than the search button.

Note: Due to the design of the DCDC data contribution, when a user searches for records from DCDC, JUSTIS will not return a count. Therefore the user must select the lower DCDC acronym button in order to view the inquiry results.

8.2. JUSTIS Juvenile Inquiry Application

The Juvenile Inquiry Application allows the querying of juvenile data from the JUSTIS Agency legacy systems of participating juvenile agencies. Currently the DC Superior Court and the Youth Services Administration contribute juvenile information. In order to query, a user must search by a key data element(s). These data elements are currently Police Department Identification number (PDID), Social Security Number (SSN), Social File #, Last Name, or First Name. For an explanation of these data elements, the user may view the Criminal Inquiry Help section.

The method for performing a search is similar to performing a search using the Inquiry Application. For a detailed process, please review the steps contained in section 8.1.

8.3. Data Quality Alliance

It was noted during the initial design of JUSTIS that the majority of JUSTIS agencies do not have a defined process to handle data inconsistency identification and correction within their agency. As data inconsistencies arise, either from an internal source or outside the agency, an informal process occurs where the requesting party works with an employee at the agency where the data inconsistency originated to resolve that discrepancy. This process more often utilizes the telephone and e-mail and is not a standard operating procedure for any JUSTIS agency. Moreover, the correction of any inconsistencies are not recorded or logged for future reference and audit, nor are any corrections propagated to other agencies dependent upon the data. The implementation of the JUSTIS Data Quality Alliance will standardize the methods JUSTIS users employ to identify and report data inconsistencies. It also provides a mechanism to propagate the record of a data correction to dependent agencies.

The JUSTIS Inquiry Application has been designed to accommodate the identification, reporting and resolution of data inconsistencies. Each agency has identified a Data Quality Alliance member (DQA member) that is responsible for the review and resolution of submitted data inconsistency issue reports. Issue reports are submitted to the DQA member for the agency's data being viewed in the Inquiry Application. The following sections describe the role of the JUSTIS user submitting the data inconsistency issue report and the role of the Data Quality Alliance member reviewing and resolving the data inconsistency issue report. A section on the role the Criminal Justice Coordinating Council (CJCC) members play concludes this section.

8.3.1. Role of the JUSTIS User

As JUSTIS users identify data inconsistencies, the Data Quality Alliance functionality will automate the process of notifying the appropriate members who are responsible for the review of such issues.

The following steps are required to submit a data inconsistency report to the Data Quality Alliance member for the displayed agency.

1. Perform an inquiry on an agency's data as described in section 8.1 JUSTIS Inquiry Application.

2. Review the results of the data for any potential discrepancies. The results for an inquiry of the Metropolitan Police Department are displayed on the following page.

Figure 14– JUSTIS Data Quality Alliance

3. Select the **View History** button. This will display any prior issue reports for the data set returned by the agency.

Note: If an issue, with the identified inconsistent data element(s), has already been submitted, please do not submit another issue report. Wait until the Data Quality Alliance member has resolved the issue and the case status is Closed.

Please note that the user may inquire upon the same data set after submitting the data inconsistency issue report and track the review and resolution process by selecting the History button.

Figure 15– JUSTIS Data Quality Alliance – History section

4. Select the **Back** button on the browser to return to the data results page.
5. Select the **Send for DQA** button. *This will allow the user to select the data element(s) that appear to be inconsistent with data they are viewing from another agency or data in a printed format they are viewing.*

The user should note that only those data elements that have been selected by the agencies to undergo data quality review are displayed.

Figure 16– JUSTIS Data Quality Alliance – Identification screen

6. Select the data element(s) by clicking a check mark in the appropriate check box (es), AND/OR

   Input any comments and the data element(s) in the User Comments text box. Remember to identify the data element(s) that are in question.

   Note: The user has two options for selecting the inconsistent data. The first option is to place a check mark in the check box. The second option is to write what data elements are inconsistent in the User Comments text box.

   The user must either select the data element(s) using a check mark or by inputting the inconsistent information in the User Comments text box. However, comments are not required if at least one check box is marked.

7. Select the **Send** button. This will promptly send the issue report to the DQA member of the agency being queried.

   At this point the user has identified a suspected data inconsistency and reported the issue to the appropriate Data Quality Alliance member. Their

comments are recorded in the User Comments and may be viewed by the user in the History section. Please refer to steps 3 through 5.

8.3.2. Role of the Data Quality Alliance member

The DQA members are responsible for the quality of data their agency is contributing to the JUSTIS user community. Alliance members should be both knowledgeable of JUSTIS, their internal agency legacy information system(s), and the properties of the data elements contributed by their agency. Each member of the Data Quality Alliance will be interfacing with the JUSTIS user and other members of the Data Quality Alliance through the DQA Portal.

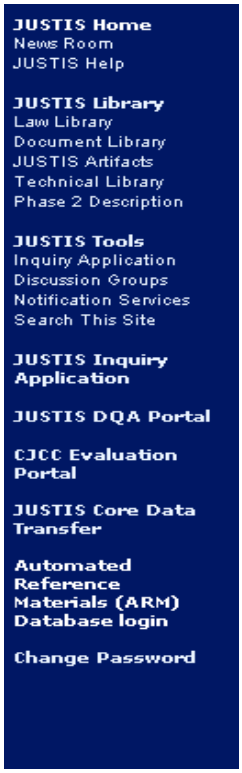

Figure 17 – JUSTIS Left Navigation Bar

The DQA Portal is accessible via a link on the Left Navigation Bar on the JUSTIS main page. Only authorized Data Quality Alliance members will be able to access the contents of the Portal. The Portal contains information on the submitted issues and tools enabling the alliance member to review and resolve the issue reports. The following steps are to be followed for the review and resolution of submitted issue reports.[3]

1. Review the inconsistency issue report and note any comments in the DQA Comments text box.

[3] For a detailed explanation of the review and resolution processes for Data Quality Alliance members, please refer to the Data Quality Alliance User's Manual.

2. Once the issue has been reviewed and resolved, select the **Send** button to complete the process. The updated information, such as the DQA Comments, Status, and Last Update, will be displayed in the DQA Portal and History section.

   JUSTIS users now have the ability to follow up on the process by performing the same query on the agency data. Selecting the **View History** button that will allow them to view the status of the data inconsistency issue.

8.3.3. Role of the Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (CJCC) provides the necessary oversight and risk management responsibilities for the Data Quality Alliance. CJCC members have the ability to view, and not update, reports that monitor the issue identification and resolution processes for their agency. Access to such information is expressly granted to authorized CJCC members only and the CJCC Evaluation Portal may be accessed using the link provided in the Left Navigation bar, as shown below.[4]

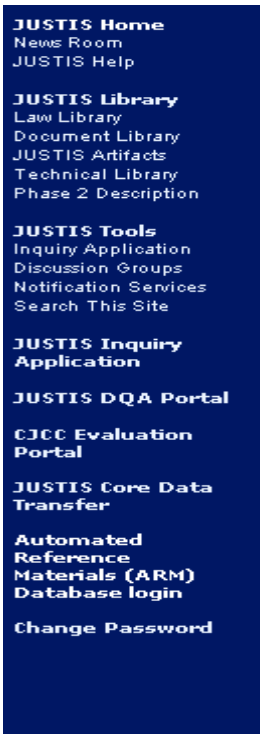

Figure 18 – JUSTIS Left Navigation Bar

[4] For a detailed explanation of the CJCC Evaluation Portal, please refer to the Data Quality Alliance User's Manual.

8.4. Core Data Transfer

The designed JUSTIS Core Data Transfer solution provides the JUSTIS user community a set of core data that originates from the Metropolitan Police Department Criminal Justice Information System (CJIS). This core data is made available to JUSTIS in a batch processing extraction methodology every thirty minutes. Upon its entrance into the JUSTIS infrastructure, the core data is made available to the JUSTIS user community via a "push" to the agencies' JUSTIS server, or through a "pull" where the agency will directly access the JUSTIS Core Data Transfer server. The details of these methodologies and the associated processes are described in the JUSTIS Core Data Transfer Design Document.

One enhancement to the "pull" methodology is the ability given agencies to access the core data through JUSTIS. This allows the agency to download via a 128-bit encrypted web browser, a "snapshot" of the arrest report(s) for the previous fifteen days.

8.4.1. Pull Methodology

The solution as designed enables justice agencies timely access to a set of core data that is derived from the MPD arrest information. Agency administrators may access the JUSTIS Core Data Transfer by selecting the link on the Left Navigation Bar on the JUSTIS main page, as displayed below.

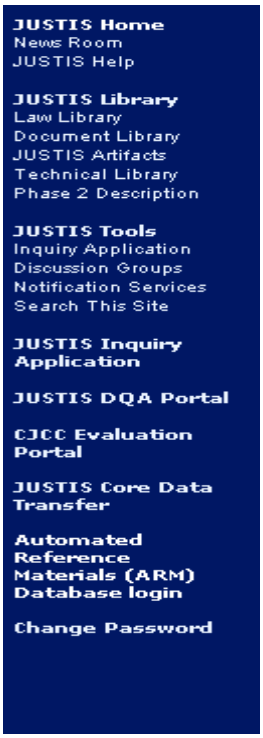

Figure 19 – JUSTIS Left Navigation Bar

Once the administrator selects the link they will be presented with the JUSTIS Caution window. Selecting the Proceed button will open a window permitting users to download the arrest data in a variety of formats. The arrest data for a fifteen (15) day period will be available for downloading. The following screen shot displays the available options (text, tab, XML, XLS, and CSV).

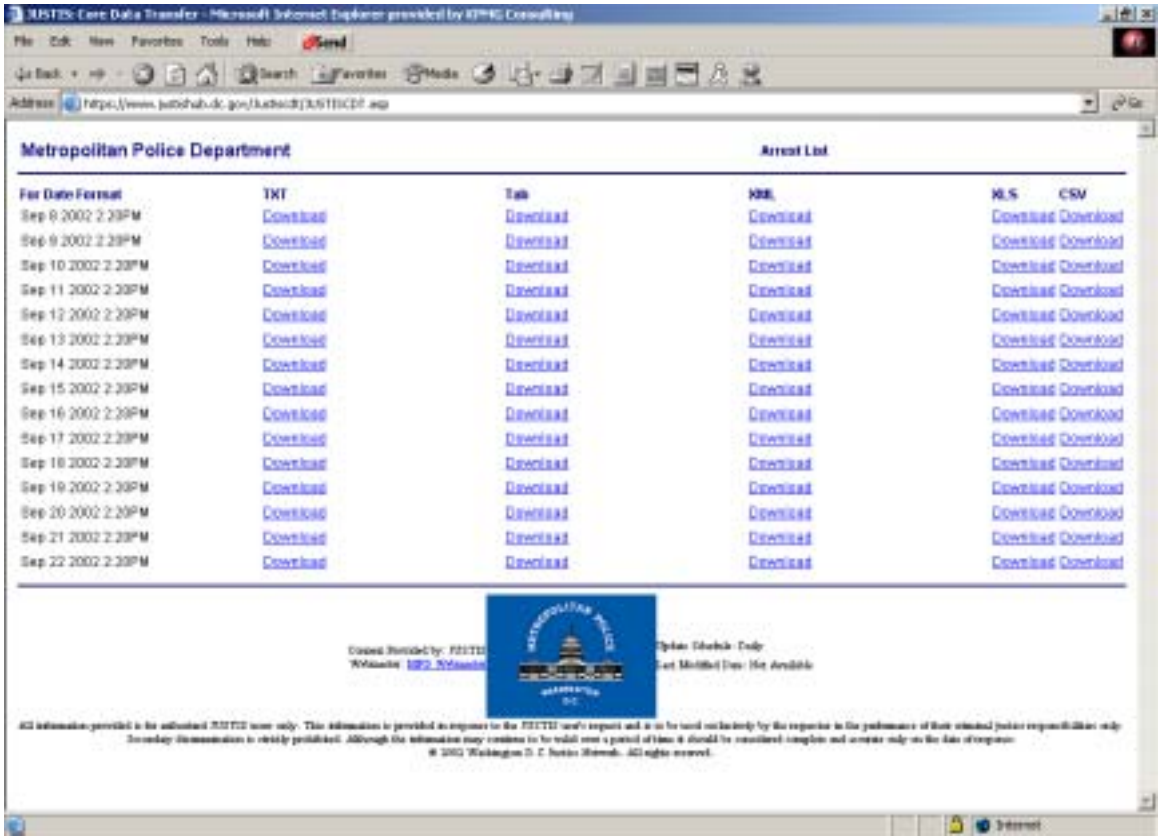

Figure 20 – JUSTIS Core Data Transfer window

It is also provides this data in a variety of formats that give each agency the opportunity to develop its own operational information system input strategy not constrained by any major contemporary information system enterprise architecture.

8.4.2. Push Methodology

This process will provide user agencies with two options. The agency's information system administrator will have the option of accessing the data from either the centrally located JUSTIS Core Data Transfer server or from their own decentralized JUSTIS agency server. In both cases, the agency will be given read-access to a table within the server's database. The agency will have the option of downloading the data from the database or directly connecting to the database to receive updates in a publish/subscribe manner.

The following diagram depicts the JUSTIS Core Data Transfer process as of September 30, 2002.

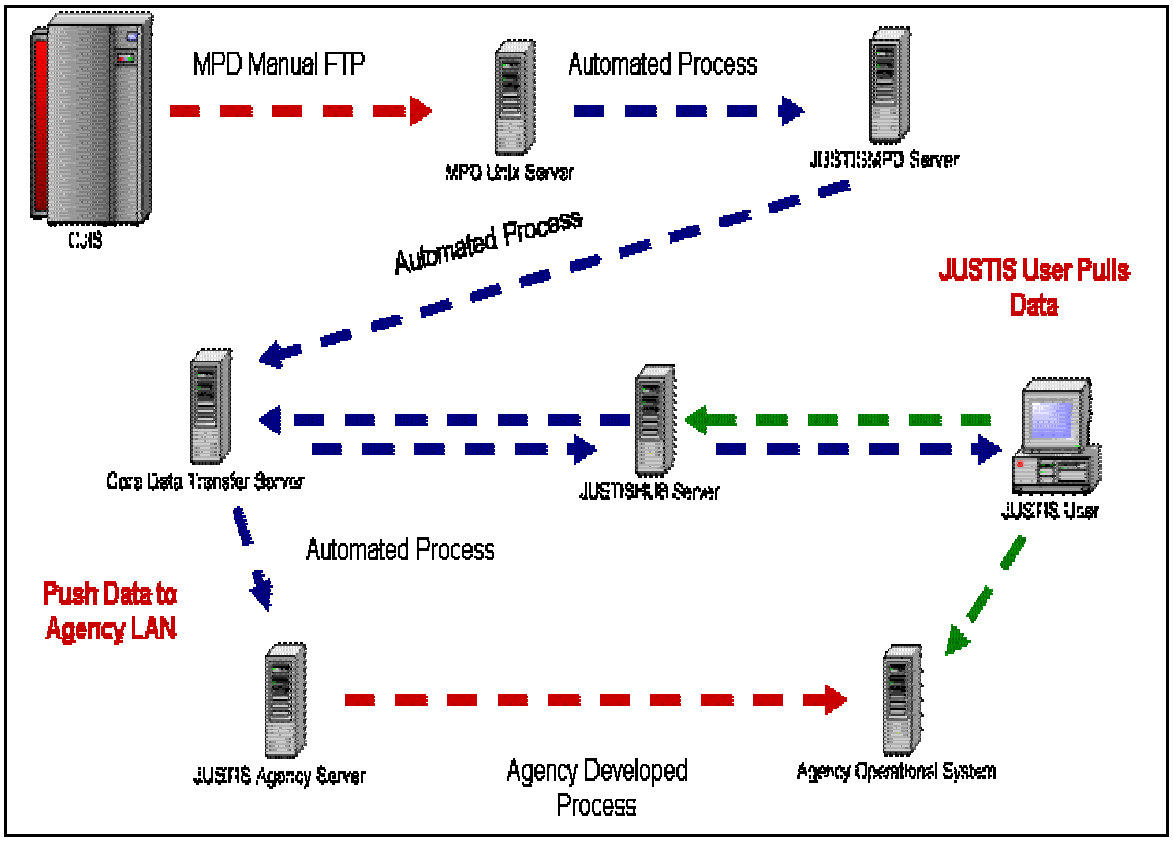

Figure 21 - JUSTIS Core Data Transfer Methodology

This methodology is described in detail in the JUSTIS Core Data Transfer Design Document. Currently the in order for an agency to receive the core data via the push methodology, the agency must develop an agency specific methodology for interfacing with either the JUSTIS Agency Server or the JUSTIS Core Data Transfer Server. Technical assistance regarding the design of this methodology can be obtained by contacting the CJCC ITSO, via the CJCC website, http://www.cjcc.dc.gov.

8.5. Discussion Groups

JUSTIS provides the environment for threaded discussion groups/forums. A discussion forum is an on-line conference. A JUSTIS administrator can set up discussion forums, and any other authorized JUSTIS user with a web browser and the proper access can join in and participate in the forums. Users can also initiate a discussion; post a message, reply to a message or search for a previous discussion.

Threaded discussion groups are different from on-line chat. On-line chat takes place in real time, which requires that all participants who want to communicate be logged in and typing at the same time. This makes for a distracting and difficult-to-follow conversation. Threaded discussion groups allow authorized JUSTIS users to view ongoing conversations, post messages to those conversations, and create new conversations at any time convenient to them. The following screen shot displays information relating to the discussion groups:

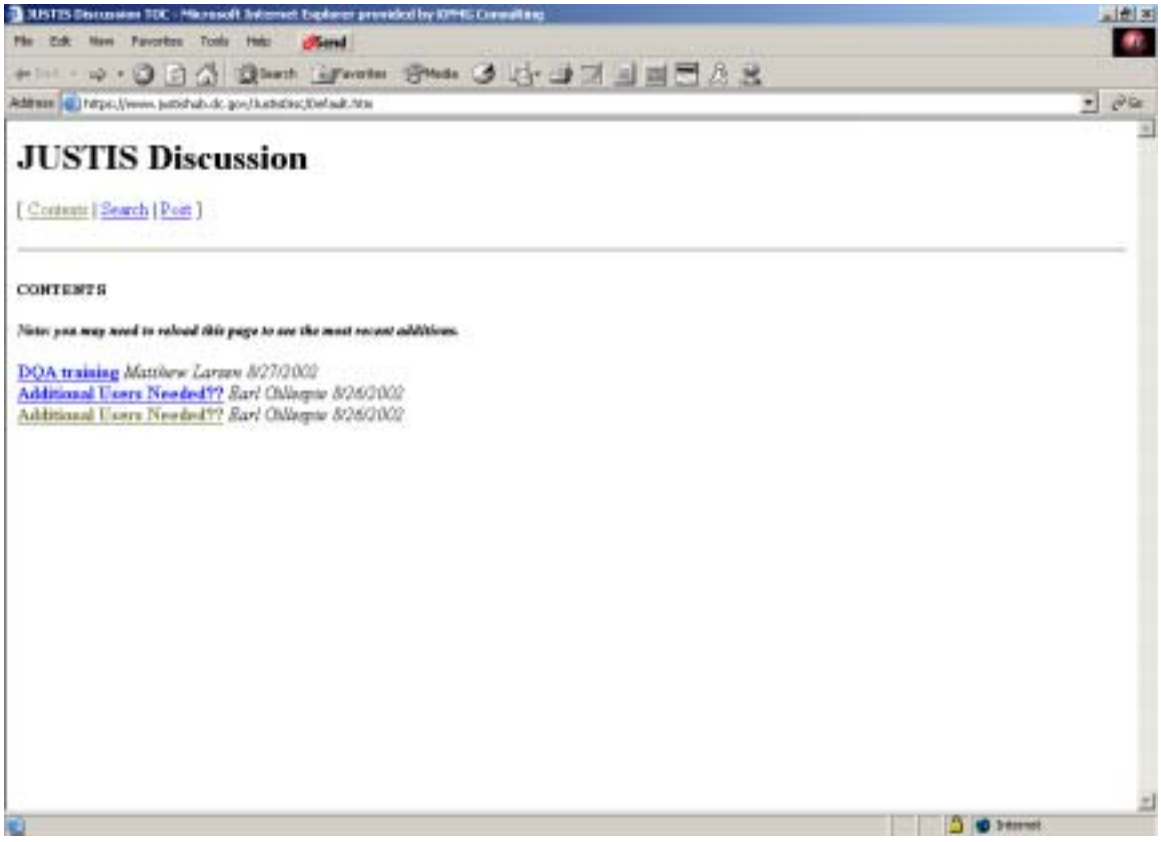

Figure 22 - JUSTIS Discussion Page

8.6. Search Engine

JUSTIS allows the user to search for information within and outside JUSTIS. The internal search is done utilizing the internal search engine. Clicking on one of the hyperlinks at the lower half of the search page takes the user to external search engines.

NOTE: Clicking on one of the external hyperlinks will open a new window outside of the secure JUSTIS website. If the user remains outside of JUSTIS for more than 20 minutes, JUSTIS will require the user to enter the username and password again.

The following screen shot displays the functionality of the JUSTIS Search Engine.

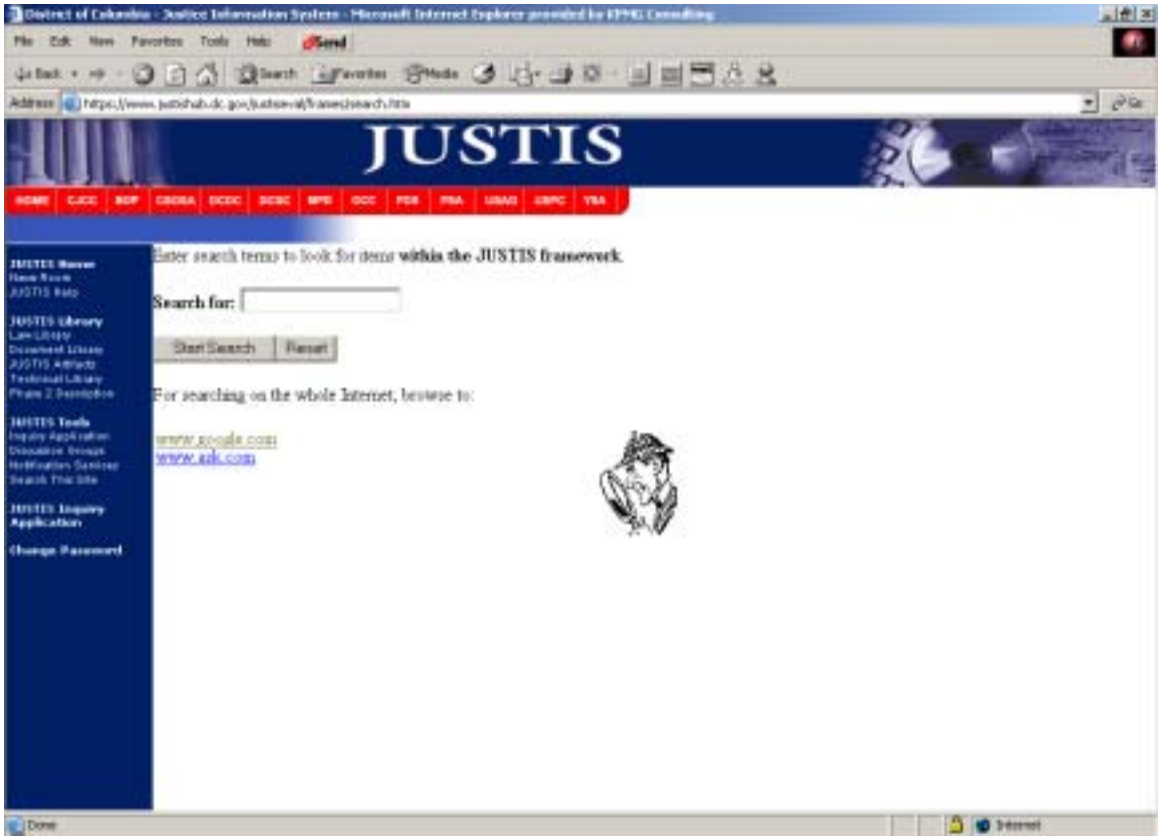

Figure 23 - JUSTIS Search Page

8.7. Notification Services

This service has recently undergone the requirements analysis phase and is scheduled for deployment in a later phase. This service will allow events within the CJCC community to trigger notifications within JUSTIS to interested parties regarding a specific event. The notification may be on a group level or individual level. For example, when a parolee is arrested and booked, this event (the police booking) can generate a notification to a parole officer or group of interested parties. A more detailed explanation of the notification system may be found in the JUSTIS Library as, JUSTIS Notification Design Document.

9. Appendix I

9.1. Internet Terminology[2]

This appendix contains terminology, which pertains to the entire Internet. Although many of the terms do not specifically apply to JUSTIS or refer to JUSTIS access, this appendix provides the user with a useful resource to become more knowledgeable regarding the Internet.

ActiveX

ActiveX is a model for writing programs. ActiveX technology is used to make interactive web pages that look and behave like computer programs, rather than static pages. With ActiveX, users can ask or answer questions, use push buttons, and interact in other ways with the web page.

Browser

Short for Web Browser; it's the tool (program) that allows you to surf the web. You probably used your Web Browser to locate this page. The most popular Web Browsers right now are *Netscape Navigator* and *Internet Explorer.*

Chat Room

A "chat room" is a place on the Internet where people go to interactively "chat" with other people in a chat room. Actually there are thousands of these Chat Rooms. The rooms are usually organized by topic. When you're in a Chat Room you can view all of the conversations taking place at once on your screen. Liberal use is made of acronyms in these rooms so you may want to study up or keep a cheat sheet with you at first. You can also get into a private chat room where only you and one or two others may talk. This can be an inexpensive way to keep up with friends and relatives who are online.

Cookie

A "cookie" is an Internet site's way of keeping track of you. It's a small program built into a web page you might visit. Typically you won't know when you are receiving cookies. Ideally a cookie could make your surfing easier by identifying you, tracking sites you visit, topics you search, and get a general feel for your preferences. This can make surfing easier, faster, more personal, and more efficient. It can also be used to collect your e-mail address for marketing (spamming) purposes. You can set your browser to warn you before you accept cookies or not accept them at all. Check your (advanced) browser settings. Keep in mind that some secure sites, such as stock trading sites, won't work if you don't accept their cookies.

[2] www.jworkman.com; Julie Workman.

Counter

A number on many web pages that will count the number of hits or count the number of times the page has been accessed. Basically, it counts the number of people that have visited that page.

Cracker

A person who breaks into a site through a computer's security. While basically the same thing as a "Hacker", a Cracker is sometimes considered to be more malicious and destructive.

Cyberspace

Term used to describe the Internet; the term was coined by science-fiction novelist William Gibson in 1984 in *Neuromancer.*

CSV

This refers to a text file format, Comma Separated Values. For the Core Data Transfer functionality within JUSTIS, users may download the arrest information into this format.

Domain Name

The highest-level name of the web site. For example, the domain name for USA Today Online is usatoday. If you type usatoday in the location area on your browser, you will be connected directly to USA Today Online. A site does not have to have its own domain name.

Download

The transfer of information from the Internet to your computer. Every time you instruct your computer system to retrieve your mail, you are downloading your mail to your computer. You may also download programs to your computer. However, be careful about downloading files or programs from a site in which you are not familiar. You could download a virus and never know it until it's too late.

E-mail

Electronic mail. This tool is usually provided by your ISP. It allows you to send and receive mail (messages) over the Internet. Through e-mail you can write your friends, ask your ISP a technical question about your service, or even receive an Internet birthday card.

FAQ

An acronym for Frequently Asked Questions. FAQ is exactly what it sounds like: Frequently Asked Questions, with the answers of course. FAQ usually serves as a mini-help file.

FTP

An acronym for File Transfer Protocol. It's the tool you would use to transfer files through the Internet from one computer to another. For example, you would use an FTP to upload your web page from where you built it (like your computer at home) to a web site (like this one) so that all of your friends and neighbors can look at it.

Gopher

Invented at the University of Minnesota and named after its mascot, this is the direct precursor, in both concept and function, to the World Wide Web.

HTML

Hypertext Mark-up Language. HTML is not really a programming language, but a way to format text by placing marks around the text. For example HTML allows you to make a word bold or underline it. Early word processing programs used to work this way. HTML is the foundation for most web pages.

Http

Hypertext Transfer Protocol. A protocol that tells computers how to communicate with each other. You will notice most web page locations begin with "http://"

Hacker

Also known as a "Cracker", a Hacker is a person who breaks into a site through a computer's security.

Hypertext

Text on a web page that links the user to another web page. The hypertext, or links will usually be a different color than the other text on the page and is usually underlined.

Hypermedia

Media (such as pictures, videos, and audio), on a web page that links the user to another web page by clicking on the media.

Host

The computer on which a web site is physically located.

IRC

An acronym for Internet Relay Chat. Worldwide real-time conferencing on the Internet. There are hundreds, maybe thousands of IRC channels, also called chat rooms. These chat rooms typically focus on specific topics, an issue or a commonality.

ISP

Internet Service Provider. This is your connection to the Internet. You use an ISP to connect to the Internet every time you log on.

Internet

Originally called ARPANET after the Advanced Research Projects Agency of the U.S. Department of Defense. This electronic network connects the hosts together so that you may go from one web page to another efficiently. The electronic connection began as a government experiment in 1969 with four computers connected together over phone lines. By 1972, universities also had access to what was by then called the Internet.

Java

A programming language that developers use to create *applets*, small programs that are embedded in Web pages and that run when a user accesses the page or clicks on a certain area. If you have visited sites that play sounds, have animated figures trotting across the screen, or display scrolling text, you have already seen Java.

Keyword

A word you might use to search for a Web site. For example, searching the Web for the keyword "Dictionary" or "Terms" might help you find this site.

LOL

An acronym for Laugh Out Loud. Look for it in your e-mail, or chat rooms.

Laptop

A computer small enough to sit on your lap. The laptop computer's small size allows you to take it almost anywhere and access the Internet. Great if you travel a lot and don't want to go too long without your e-mail.

Link

A link will transport you from one Internet site to another with just a click of your mouse. Links can be text or graphic and are recognizable once you know what to look for. Text links usually will be underlined and often a different color than the rest of the text on your screen. A graphic link usually has a frame around it. For example at the bottom of this page the mailbox is a link as well as the text in the yellow boxes.

Load

Short for download and upload. If someone asks how long did the page take to load? He/She is referring to the time it takes a page to appear on your screen. If a web page is loading slow it means that it's taking a long time to fully appear on your screen. You can often scroll through a page and look at the parts that have loaded while the rest of the page continues to load. Also, you can usually click a link on the page you are loading and link to another page without waiting for the current page to fully load.

Location

An Internet address. While you are in your browser you will see a section at the top of the page that is titled "location". If you type in the address of someone's web page and hit enter, your browser will take you to that page. However the address you type in the location bar must be an exact match.

Modem

Short for Modulator-demodulator devices. Modems allow computers to transmit information to one another via an ordinary telephone line.

Net

Short for Internet.

Newsgroups

Also called usenets, they are groups that often have nothing to do with news. Newsgroups are ongoing discussion groups among people on the Internet who share a mutual interest.

Online

Having access to the Internet. Often people will say they are online meaning they have access to the Internet and have an e-mail address, but may not necessarily be connected to the Internet at that moment.

Protocol

A set of rules that lets computers agree how to communicate over the Internet.

Scroll

To look at the parts of the page that fall below (or above) what you see on your screen. The long bar at the far right of this screen is a scroll bar. The small square in it will allow you to scroll through the rest of this page. Just place your mouse pointer over the square, hold down the left click button on the mouse and slide the square up or down. You will see this page move. You are now scrolling.

Site

A place on the Internet. Every web page has a location where it resides which is called it's site. And, every site has an address usually beginning with "http://."

Spam (or Spamming)

The Internet version of junk mail. Spamming is sending the same message to a large number of users, usually to advertise something. E-mail address may be collected using cookies or a mailing list from a newsgroup.

Surfing

The process of "looking around" the Internet. This is similar to flipping channels on your television.

TAB

A file format referred to as, Guitar Tablature, where tabs separate the data elements. These tabs may be commas or quotations.

Trojan Horse

Like the Trojan horse of mythology, Trojan horse viruses pretend to be one thing when in fact they are something else. Typically, Trojan horses take the form of a game that deletes files while the user plays. Guitar Tablature file

TXT

A text file format which can be read using a variety of applications.

URL

An acronym for Uniform Resource Locator. It's the address of each web site. It usually begins with "http://"

Upload

The process of transferring information from your computer to another computer through the Internet. Every time you send e-mail to someone you are uploading it.

Usenet

A collection of so-called news groups that have nothing to do with news. Usenets are ongoing discussion groups among people on the Internet who share a mutual interest.

User ID

This is the unique identifier (like your logon name) that you use to identify yourself on a computer. You probably typed your User ID (and password) when you logged onto the DC WAN today.

Virus

Your computer can get a virus just like your body can be invaded with a virus making you (or your computer) sick. A virus can wipe out information on your computer and create major havoc. Viruses usually originate from malicious people. You can unintentionally download virus from a web site or get it from a disk that someone has lent you. There are virus-checking programs, but there are new viruses popping up every day. So the best defense against a virus is to be very careful not to download programs or data from a site you're not familiar with.

WAIS

An acronym for Wide Area Information System which basically means lots of large databases you can search through. It was designed by WAIS Corp. as a way of accessing very large databases.

WWW

An acronym for the World Wide Web.

Web

Short for the World Wide Web.

W3

Short for the World Wide Web.

Web Browser

The tool (program) that allows you to surf the web. You probably used your Web Browser to locate this page. The most popular Web Browsers right now are *Netscape Navigator* and *Internet Explorer.*

Web Page

Every time you are on the Internet, you are looking at a Web Page.

World Wide Web

A full-color, multimedia database of information on the Internet. Like the name implies the World Wide Web is a universal mass of web pages connected together through links.

XLS

The document extension for MS Excel documents. The Core Data Transfer provides users with an option to download the arrest information into an Excel spread sheet.

XML

This stands for Extensible Markup Language and utilizes HTML as a foundation for transferring information over the Internet. It permits web authors to create their own tags, defining the information contained within, that will be displayed using standard HTML code. It is widely as a transmission tool for sending and receiving data over the Internet.